

Problem Statement:

Describe goal (concrete, descriptive) and how you will measure that goal.

Identify resources/ideas for resolving the problem and all obstacles that must be overcome.

Prioritize obstacles and select one obstacle for action planning.

Brainstorm strategies to eliminate or reduce just the selected obstacle.

Develop action plan, specifying **who** will do **what** by **when**.

Who	What	When

Develop a follow-up plan to monitor progress.

Evaluate impact of the action plan. Was the obstacle removed?

Evaluate progress on original goal.